

**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be constructed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Chapter 5	Number 2	Effective Date 02/01/10	Review Date 2013
Subject MANDATED, IN-SERVICE AND RE-ENTRY TRAINING			☐ New Order ☒ Replaces G.O. 5-2, (12/12/08)
References CALEA 33.1.2, 33.1.5, 33.1.6, 33.4.1, 33.4.2a, 33.4.2b, 33.5.1, 33.5.2, 33.6.1a, 33.6.1b, 33.7.1a, 33.7.1b, and 33.7.1c VLEPSC TRN.01.01a, TRN.01.01b, TRN.01.01c, TRN.01.01d, TRN.01.02a, TRN.02.01a, TRN.02.01b, TRN.02.01c, TRN.02.03, TRN.03.01a, TRN.03.01b, TRN.03.01c, TRN.03.02a, TRN.03.02b, TRN.04.01a, TRN.04.01b, TRN.04.01c and TRN.04.01d VA Code §15.2-1706 General Order I-7 Virginia General Records Retention and Disposition Schedule No. GS-29 Virginia Administrative Code, Title 6, Agency 20 (DCJS)			
 _____ Chief of Police or Designee		02/01/10 _____ Date	

I. PURPOSE

The purpose of this directive is to establish the policy and procedure for mandated, in-service and re-entry training requirements for the Department's sworn and civilian personnel.

II. POLICY

- A. It is the policy of the Richmond Police Department to provide proper mandated, in-service and re-entry training to ensure that its members are kept up to date with new laws, technological improvements and revisions in Departmental policy, rules and regulations.
- B. Instructional material provided in training is directive and shall be regarded as such by all personnel. Training has often been cited as one of the most important responsibilities in any law enforcement agency. Training serves three broad purposes. First, well-trained officers are generally better prepared to act decisively and correctly in a broad spectrum of situations. Second, training results in greater productivity and effectiveness. Third, training fosters cooperation and unity of purpose. Moreover, agencies are now being held legally accountable for the actions of their personnel and for failing to provide initial or remedial training.
- C. The Richmond Police Department encourages and supports the continuous growth and development of all agency personnel. This development is the vehicle through which

a high-quality work force can be achieved and maintained. It is also a means by which employees can maximize their potential development within the agency.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this General Order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

IV. DEFINITIONS

- A. CAREER DEVELOPMENT – Structured process that is utilized to provide an opportunity for individual growth and development at all levels. It is designed to promote productive, efficient and effective job performance and to improve the overall level of individual job satisfaction.
- B. PARTIAL IN-SERVICE CREDIT – Attendance at a Department of Criminal Justice Services approved training course/school taught or hosted by another agency or organization within or outside of the Commonwealth of Virginia that may count for in-service credit.
- C. RE-ENTRY TRAINING – A block of training that sworn personnel must complete if they have been *without Police Powers* for more than 180 days for any reason (injury, administrative leave, military deployment, et cetera).

V. PROCEDURE

A. Recruit Training:

All newly sworn officers must complete a recruit training program prior to any routine assignment in any capacity in which the officer is allowed to carry a weapon and/or is in a position to make an arrest, except as part of a formal field training program. The recruit training shall include:

- 1. A curriculum based on tasks of the most frequent assignments of officers;
- 2. An evaluation technique designed to measure competency in the required skills, knowledge and abilities (SKA);
- 3. Compliance with state training mandates;
- 4. All applicable legal requirements relevant to the performance of duties (records, dispatch, et cetera); and,
- 5. A field-training program of a minimum of 8 weeks in length is required, which is conducted during or after the required classroom training with direct supervision of the trainee by a Field Training Officer(s) (FTO).

B. In-Service Training for Sworn Personnel:

1. Employee attendance is documented on an attendance roster managed by the Police Training Division's personnel.
2. In-Service Credit:
 - a. VA Code §15.2-1706 requires that every individual employed as a law enforcement officer shall meet compulsory in-service training standards as set forth by the Department of Criminal Justice Services (DCJS).
 - b. Compulsory in-service training for law enforcement officers shall consist of a total of 40 hours:
 - 1) Four hours of legal training;
 - 2) Two hours of cultural diversity training; and,
 - 3) Thirty-four hours of career development/elective training. (No more than eight hours of firearms training shall be approved as elective subjects.)
 - c. Time requirement for completion of training for sworn personnel:
 - 1) The compulsory in-service training requirement must be completed in its entirety by December 31st of the second calendar year following satisfactory completion of entry training (i.e., Police Academy), and within every 24-month period thereafter.
 - 2) An extension of the time limit for completion of in-service training may be granted under certain conditions. The Chief of Police or designee shall give written notification to the Department of Criminal Justice Services, when circumstances warrant such, that the officer was unable to complete the required training within the specified time period as a result of any of the following:
 - Illness;
 - Injury;
 - Military Service;
 - Special duty assignment required and performed in the public interest;
 - Administrative leave involving the determination of worker's compensation or disability retirement issues, full-time educational leave or suspension pending investigation or adjudication of a crime; *or*,
 - ***For any other reason documented by the Chief of Police or designee.***

- d. Any extension that is granted shall require the officer to complete the in-service training, prior to *the deadline of the extension date*.
- e. Requests for extensions must be submitted prior to the expiration of the normal in-service time limit.
- f. The Training Division will ensure that the mandatory 40 hours in-service training requirements are met by all officers.

3. Partial In-Service Credit:

It is the intent of the Training Division that all sworn officers attend the Department's In-Service training to ensure that the training officers receive is consistent. Partial In-Service Credit will be approved on a case-by-case basis by the OIC of the Training Division.

- a. If approved, Department members may obtain an Individual Partial In-Service Credit Form (DCJS PIC-1) from the Police Training Division to receive credit for partial in-service training taken at or conducted by another agency or organization *either within or outside of* the Commonwealth of Virginia. ***The Department member shall be responsible for obtaining a copy of the curriculum and the signature of the course instructor on the PIC-1 form. The course must be at least two hours in length in order for the attendee to obtain in-service credit (if approved by the OIC of the Richmond Police Training Division).***
- b. The Department member shall submit the PIC-1 form and the course curriculum, through channels, to the Police Training Division's In-Service Coordinator no later than 15 days after the successful completion of the course. The In-Service Coordinator shall review the materials and sign the PIC-1 form.
- c. Department members shall submit ***an*** Employee Training Form (PD-17), through their affected chain of command, for any training outside of the Richmond Police Training Division. If a Department member receives outside training and a ***Partial In-Service Credit Course Approval Form*** (DCJS PIC-3) ***OR Credit Transfer Memo/Form*** is given by the instructor, the PIC-3 Form ***or Credit Transfer Memo/Form*** is the only form that needs to be submitted to the Police Training Division.

4. Partial In-Service Credit for Conducting a Training Session/School:

If approved by the OIC of the Police Training Division, a certified instructor may receive In-Service Credit for training he/she has conducted on an hour-for-hour basis. No more than 16 hours may be credited for in-service training per two-year in-service period. The Department member conducting the course/school must submit a course curriculum that lists the times of instruction and a brief description of the course to the In-Service Training

Coordinator AT LEAST 30 DAYS PRIOR TO THE COURSE/SCHOOL. The instructor must also submit a Course Instructed Form (PD-13) to the In-Service Training Coordinator once the class has been taught.

NOTE: IF A DEPARTMENT MEMBER USES A COURSE FOR IN-SERVICE CREDIT, HE/SHE CANNOT ALSO USE THAT COURSE FOR CAREER DEVELOPMENT.

C. Use of Force Training:

Use of Force training shall be mandatory for all sworn personnel. Sworn Officers shall receive Use of Force training at least twice a year as specified by the Police Training Division. The officer's police powers will be withdrawn if the officer fails to complete Use of Force training within the allotted time frame until such time that he/she is able to complete training. The OIC of the Training Division or designee will make arrangements for the affected officer to return to the Training Academy to complete Use of Force training.

D. Firearms Training (Qualification/Re-Qualification/Remedial):

1. Police recruits and officers that need additional instruction will receive firearms training at the Training Academy.
2. Officers shall qualify at least twice annually. If the officer fails to meet the minimum qualifying standards, the officer's police powers will be withdrawn and the officer's Unit Supervisor or Commander will be notified. The OIC of the Training Division will make arrangements for the affected officer to return to the firing range to assist the officer in meeting State-mandated requirements.

3. Re-Qualification Firearms Training:

When issued a new firearm, officers shall re-qualify. The OIC of the Training Division will ensure that the officers are re-certified by the Range Master/Armorer.

4. Remedial Firearms Training:

Officers that require individual instruction and/or practice will receive remedial firearms training to identify and correct deficiencies. However, additional attempts to qualify may be suspended when physical limitations or other factors make additional attempts unsafe or impractical, upon the discretion of the OIC of the Training Division.

5. The Training Division staff will assign officers a specific date to qualify with the firearm (Also see General Order 1-7, Police Weapons).

E. General Remedial Instruction:

All employees will be provided with individual instruction and/or practice in order to identify and correct any and all deficiencies based on recommendations of the individual's supervisor, Field Training Officer (FTO), training coordinator or

applicable Training Division personnel through the use of remedial training and/or scenario-based instruction.

F. Specialized In-Service Training for Sworn Personnel:

The following units require periodic training as defined within their operating manuals: Mounted Unit, Motorcycle Officer Strike Team (MOST), the Honor Guard, Negotiations Team, Mobile Command Center Personnel, K-9, Aviation, SWAT, Bomb Team and the Crowd Management Team.

1. All sworn personnel assigned to these units shall receive the following:
 - a. Development and/or enhancement of the required skills, knowledge and abilities (SKAs) particular to the specialized training;
 - b. Policy and procedures related to the specialized function or component to include how it is managed and utilized; and,
 - c. Supervised on-the-job training.
2. All sworn personnel assigned to specialized units must participate in regularly scheduled training and readiness exercises. The affected Commanders of specialized units will determine time frames for the required training. The specialized training and time frames shall be listed in their operating manuals.
3. The Department will provide skill development and training in management techniques to all sworn personnel upon functional reassignment or promotion within the following year.

G. Re-entry Training:

1. Any sworn officer, detective or supervisor who is ***without Police Powers*** for more than 180 days for any reason (injury, administrative leave, military deployment, etc.) shall receive a block of re-entry training prior to restoration of their police powers. A PD-71 "Extended Leave Re-Entry Checklist – Officer/Detective/Supervisor" will be used to ensure that appropriate training is completed. All areas must be completed within six (6) months of the officer's return to duty.
2. Any officer, detective or supervisor who is ***without Police Powers*** for any reason for more than 180 days shall also meet with, be evaluated by, and be cleared by a Department's behavioral health provider prior to returning to duty.
3. The OIC of the Police Training Division shall be responsible for the initial development of the Re-entry Training Curriculum, as well as annual reviews of and necessary modifications to the curriculum.

H. Shift Briefing Training:

1. Shift briefing training supplements all other training by ensuring that officers are kept up to date between formal training sessions. Shift briefing training occurs

at the beginning of each shift and entails training that is dependent upon a schedule that is tailored by the shift Sergeant to suit each precinct within the Department. Specific training sessions are held department-wide during shift briefing to include:

- a. Roll Call training regarding new and revised Executive and General Orders and Legal updates/bulletins;
 - b. Training regarding new Departmental practices; and,
 - c. Items of importance as determined by each shift Sergeant.
2. Shift briefing training is presented to sworn officers by the shift Sergeant with the assistance of and/or input from Training Division personnel and/or division/unit OICs or designees and occurs at the precinct level during the onset of each shift. Methods of instruction include, but are not limited to:
- a. Written instruction;
 - b. Oral presentations; and,
 - c. Training memorandums/bulletins.

I. Training for Civilian Personnel:

Employees appointed to civilian positions for which pre-service and/or in-service training is required will complete all applicable state certification programs and training courses as indicated by their applicable operating manual.

J. Training for All Personnel:

1. All newly hired employees shall complete an orientation program at City Hall that includes information from the City of Richmond to include:
 - a. Working conditions and regulations; and,
 - b. Employee rights and responsibilities.
2. All Department members shall be oriented within the Police Department on the departmental role, purpose, goals, policies and procedures.
3. All Department members will receive ethics training upon hire with refresher training at least biennially.
4. All Department members will receive training in recognizing and handling persons suffering from mental illnesses upon hire with refresher training to occur at least triennially.
5. All Department members will receive training in the accreditation process upon hire, during the Department's self-assessment phase and prior to the on-site assessment.

K. Record Keeping:

1. Proper documentation and records shall be kept on file by the Training Division staff for recruit training, in-service training and re-entry training; and by specialized unit supervisors on all job related training received by Department personnel to include:
 - a. The type, title, lesson plan of the training received;
 - b. The dates and number of credit hours of attendance;
 - c. The identification of trainers or agencies presenting the course;
 - d. The names of all agency personnel receiving the training; and,
 - e. The performance of individual attendees as measured by tests, whenever applicable.
2. Academy staff shall follow the Virginia Records Retention and Disposition Schedules (General Schedule 29 specifically) with respect to:
 - a. Student Records – Retain for 50 years after the student begins training.
 - b. Class Records – Retain for 50 years after class begins.
 - c. Lesson Plans – Retain for 25 years after class ends.
 - d. Testing and Performance Records – Retain for 5 years and then destroy.

NOTE: Refer to General Schedule 29 for specific definitions and guidance as to destruction of records.

VI. ROLES AND ACCOUNTABILITY

A. Recruits shall:

Complete a recruit training program prior to any routine assignment in any capacity in which the officer is allowed to carry a weapon and/or is in a position to make an arrest, except as part of a formal field training program.

B. Sworn Officers shall:

1. Meet compulsory in-service training standards (consisting of 40 hours) as set forth by accreditation standards and the Department of Criminal Justice Services;
2. Attend the Department's in-service training within the specified required time period;
3. Receive approval from *their immediate supervisor* prior to registering for *any* training. *If the attendee attends specialized training (i.e. General Instructor's*

school, etc.) outside of the Richmond Police Training Division, prior approval shall be obtained by the Richmond Police Training Division, in order to receive the appropriate certification;

4. Submit DCJS' Individual Partial In-Service Credit Form (PIC-1) containing the signature of the instructor on the line marked for the Course Coordinator to earn in-service credit;
 5. Sign and submit a PIC-1 Form along with copy of curriculum for the courses that are attended elsewhere within *or outside* the Commonwealth to receive in-service credit, through channels, to the Police Training Division's In-Service Coordinator.
 6. Submit PIC-3 Forms, *Credit Transfer Memos/Forms or PD-17 Forms*, through channels, to the Police Training Division's In-Service Coordinator NO LATER than 15 days after the completion of *training*;
 7. Submit an Employee Training Form (PD-17) through his/her affected chain of command for any training outside of the Richmond Police Training Division or any other training where it is not required to sign a roster. If a Department member receives outside training and a PIC-1 Form *or Credit Transfer Memo* is given by the instructor, *there is no need to submit a PD-17* to the Police Training Division;
 8. Complete re-entry training *as indicated on the PD-71*, prior to *restoration of police powers, when the officer has been without Police Powers for more than 180 calendar days for any reason*;
 9. Request extensions for extenuating circumstances that prevent the officer from completing in-service training prior to the expiration of the normal in-service time limit;
 10. Not use in-service credit for career development;
 11. Receive mandatory Use of Force training at least twice a year as specified by the Police Training Division;
 12. Qualify for firearm usage at least twice annually;
 13. Attend remedial firearms training as needed; and,
 14. Re-qualify to use firearms upon the issuance of a new firearm.
- C. Officers in specialized units shall:
1. Develop and/or enhance the required skills, knowledge and abilities (SKAs) particular to the specialized training;
 2. Become familiar with the policies and procedures related to the specialized function or components of that unit; and,

3. Receive supervised on-the-job training and participate in regularly scheduled training and readiness exercises.
- D. All Personnel shall:
1. Complete an orientation program at City Hall that includes information from the City of Richmond to include:
 - a. Working conditions and regulations; and,
 - b. Employee rights and responsibilities.
 2. Receive orientation within the Police Department on the departmental role, purpose, goals, policies and procedures;
 3. Receive ethics training upon hire with refresher training at least biennially;
 4. Receive training in recognizing and handling persons suffering from mental illnesses upon hire with refresher training to occur at least triennially; and,
 5. Receive training in the accreditation process upon hire, during the Department's self-assessment phase and prior to the on-site assessment.
- E. Instructors shall:
1. Be eligible to receive in-service credit for training he/she has conducted on a hour-for-hour basis upon the approval of the OIC of the Training Division, not to exceed 16 hours;
 2. Submit a course curriculum and description of the course at least 30 days prior to the instruction of the course to the In-Service Training Coordinator; and,
 3. Submit a Course Instructed Form (PD-13) once the class has been taught.
- F. Supervisors shall:
1. Ensure that the officers under their command receive mandatory in-service training and/or remedial training, if appropriate;
 2. Encourage and support the continuous growth and development of the personnel under their supervision; and,
 3. Register employees for all In-service Training Courses using computer processes available through the Training Academy's server or Academy personnel.
- G. Police Training Division Personnel/In-Service Coordinator shall:
1. Ensure that the mandatory 40 hours of in-service training requirements are met by all officers;

2. Assist any officer who is ***without Police Powers*** for more than 180 days for any reason with acquiring the proper re-entry training;
 3. Document employee in-service attendance on an attendance roster;
 4. Maintain the related employee records of all required and elective training in accordance with the General Schedule 29; ***and***,
 5. Be responsible for the training curriculums to ensure the training is DCJS approved.
- H. OIC, Training Division shall:
1. Approve Partial In-Service Credit on a case-by-case basis;
 2. Approve Partial In-Service Credit for certified instructors;
 3. Assist officers who fail to complete Use of Force training within the allotted time frame;
 4. Assist officers who fail to meet the minimum qualifying standards in meeting State-mandated firearm requirements;
 5. Ensure officers are re-certified by the Range Master/Armorer; and,
 6. Be responsible for the initial development of the Re-entry Training Curriculum, as well as annual reviews of and necessary modifications to the curriculum.
- I. Chief of Police or designee shall:
- Give written notification to the Department of Criminal Justice Services when officers are unable to complete the required training within the specified time period.

VII. FORMS

- A. PD-13, Course Instructed Form
- B. PD-14, Training Request Form
- C. PD-17, Employee Training Form
- D. PD-71, Extended Leave Re-Entry Checklist – Officer/Detective/Supervisor
- E. PD-79, Change in Duty Status and/or Status of Police Powers
- F. ***PIC-1, Individual Partial In-Service Credit***
- G. ***PIC-3, Partial In-Service Credit Course Approval***